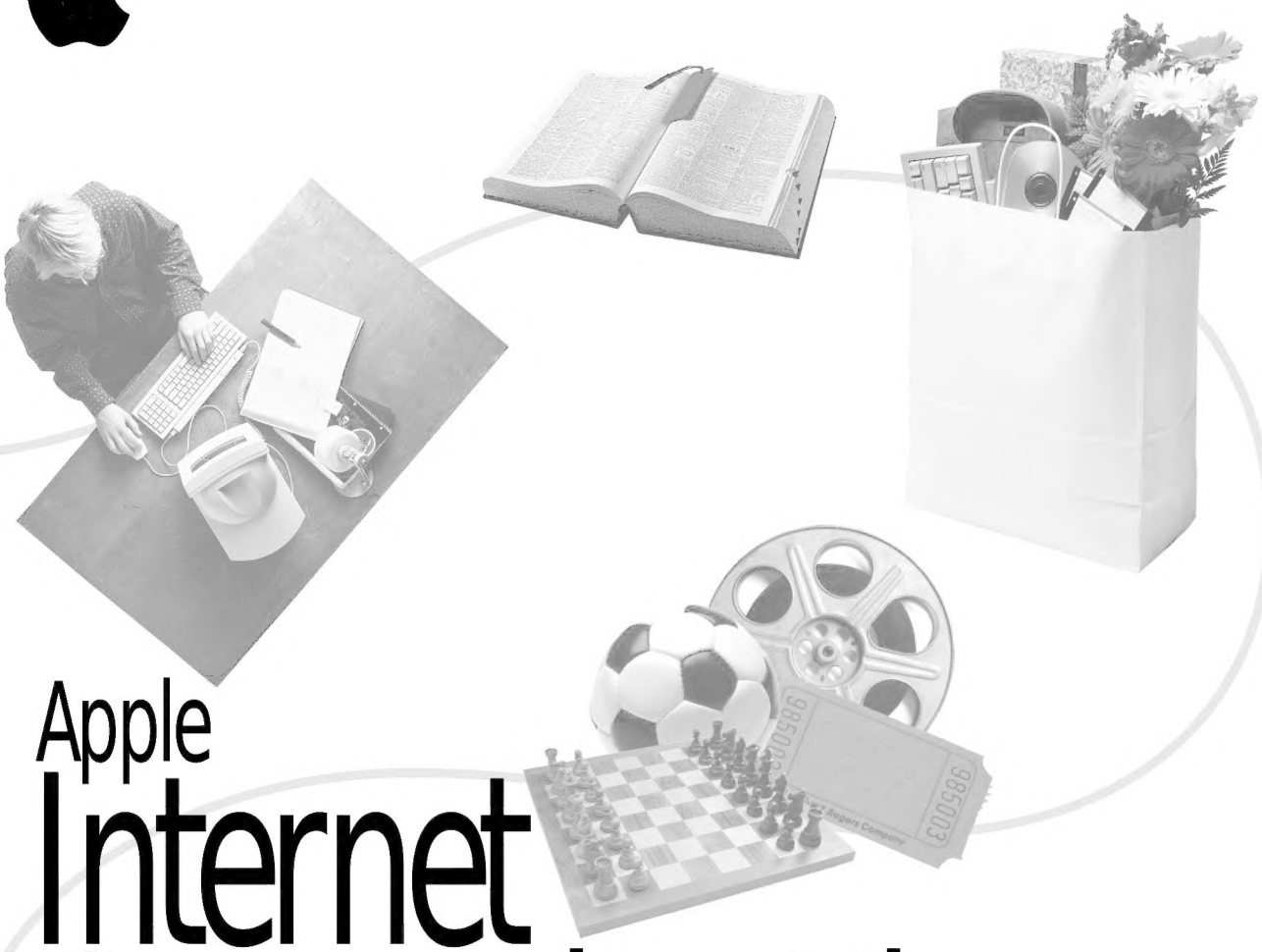
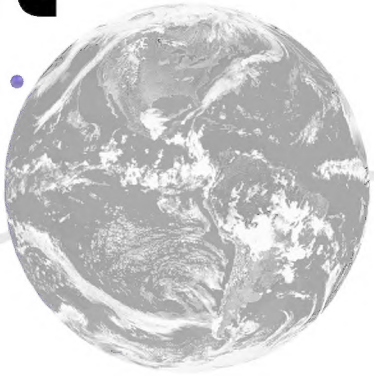


Apple Internet Connection Kit

Getting Started



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1 Infinite Loop
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(408) 996-1010

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1 Setting Up

Welcome to the Internet. The tools and software described in this guide provide what you need to get started.

In this chapter you'll read about

- requirements for using the software
- installing and starting the software
- learning to use the software
- getting detailed documentation

System requirements

In order to use your Apple Internet Connection Kit, you'll need all of the following:

- Macintosh operating system (Mac OS) version 7.5 or later
- 8 megabytes (MB) of random-access memory (RAM)
- a Macintosh-compatible modem capable of transmitting data at 9600 bps (14,400 bps or faster preferred) connected to a telephone line, or direct Internet access through a local area network (LAN)
- 10 MB of free hard disk space (15 MB or more preferred)
- a high-density (HD) floppy disk drive or a CD-ROM player

Before you get started

Before you can use your Apple Internet Connection Kit software, you must already understand how your Macintosh operates. You also must possess basic Macintosh skills. Such skills include

- understanding icons
- using the mouse and keyboard
- opening and closing files, windows, and folders
- using dialog boxes

See the instructional materials that came with your computer for information on these and other important topics.

Installing the software

The Apple Internet Connection Kit software comes either on a CD-ROM disc or on floppy disks.

The instructions in the following three sections explain how to install the software using a CD-ROM player with a removable tray, using a CD-ROM player without a removable tray, or using floppy disks. Turn to the section that applies to your situation.

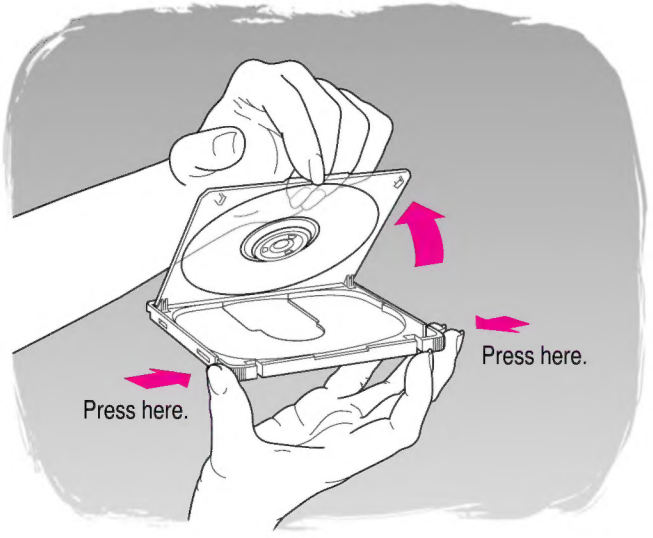
Using a CD-ROM player with a removable tray

To install the Apple Internet Connection Kit software using a CD-ROM player that has a removable tray (a "caddy"), follow these instructions:

1 **Start up your Macintosh computer, and CD-ROM player, if necessary.**

2 **Open the CD-ROM tray.**

With the plastic lid facing up, press the ridged corners of the tray inward with one hand as you tilt the lid up with the other hand.

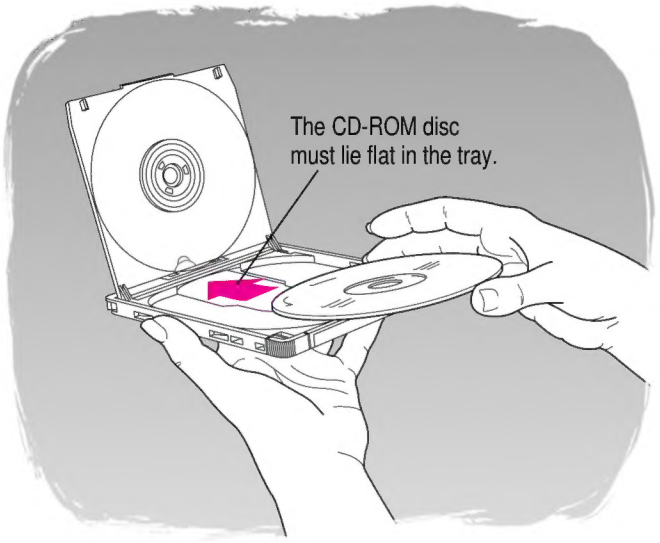


3 **Remove the CD-ROM disc from its holder.**

Press the protrusion in the center of the disc as you lift straight up.

4 **Place the disc in the tray, with the disc label facing up.**

Make sure that the disc is lying flat and centered in the tray.



5 **Close the plastic lid.**

Lightly press down on the open edge of the lid until it clicks.

6 **With the arrow on the edge of the tray facing the player door, insert the tray into the CD-ROM player.**

Be sure that the disc label is facing up.

7 **If a disc icon appears on screen, double-click it to open it.**

8 **Double-click the Read Me file to open it; then read its contents.**

If the installation instructions in the Read Me file differ from what you see here, follow the instructions in the Read Me file.

9 **Double-click the Installer icon.**

10 **Follow the directions that appear on the screen.**

Using a CD-ROM player without a removable tray

To install the Apple Internet Connection Kit software using a CD-ROM player whose tray is not removable, follow these instructions:

1. **Start up your Macintosh computer, and CD-ROM player, if necessary.**
2. **Press the Open/Close button to open the tray of the CD-ROM player.**
3. **Remove the CD-ROM disc from its holder.**

   Press the protrusion in the center of the disc as you lift straight up.
4. **Place the disc in the tray, with the disc label facing up.**

   Make sure that the disc is lying flat and centered in the tray.
5. **To close the tray, push the tray in, or press the Open/Close button.**
6. **If a disc icon appears on screen, double-click it to open it.**
7. **Double-click the Read Me file to open it; then read its contents.**

   If the installation instructions in the Read Me file differ from what you see here, follow the instructions in the Read Me file.
8. **Double-click the Installer icon.**
9. **Follow the directions that appear on the screen.**

Using floppy disks

To install the Apple Internet Connection Kit software using floppy disks, follow these instructions:

1. **Make sure that each floppy disk is locked so that you don't accidentally erase any files.**

   See the manual that came with your computer for instructions.
2. **Insert the disk labeled *Install 1* into the disk drive.**
3. **If a disc icon appears on screen, double-click it to open it.**

4 **Double-click the Read Me file to open it; then read its contents.**

If the installation instructions in the Read Me file differ from what you see here, follow the instructions in the Read Me file.

5 **Double-click the Installer icon.**

6 **Follow the directions that appear on the screen.**

Registering with an Internet access provider

Before you can use your software to connect to the Internet, you must first register with an Internet access provider. You can use a provider whose contact information is included in your kit, or you can use your own provider.

If you have direct Internet access through a LAN, you don't need to register with an Internet access provider to get an account. Ask your network administrator for details.

Monthly access charges vary depending on the Internet access provider you use, the amount of time you spend connected to the Internet, and special services you may use. Ask your provider for details.

IMPORTANT The Internet access provider with whom you register will help you if you have questions about monthly access charges or billing, or if you have trouble connecting with the Internet.

Using a provider included with the kit

The first time you start your Apple Internet Connection Kit, you'll be given the opportunity to register immediately with a choice of Internet access providers. (You'll need a major credit card to do so.)

When you register with one of these providers, your software is set up automatically and you can begin using the Internet right away. Additionally, your provider will help you if you have questions about any of the application programs included in your Apple Internet Connection Kit, or about Internet access services.

To register with an included provider, double-click the Apple Internet Dialer icon (located in the Apple Internet Connection Kit folder). Follow the instructions on the screen.

You can change your access provider whenever you wish (depending on the terms of the agreement with your current provider).

Using your own provider

If you don't have the technical knowledge to set up your software on your own, your provider will give you the information you need. Tell your provider that you'll be using the MacTCP control panel or the TCP/IP control panel if you are using Open Transport.

Opening the software

To begin using your Apple Internet Connection Kit, follow these instructions:

1. **If necessary, double-click the Apple Internet Connection Kit folder to open it.**
2. **Double-click the Apple Internet Dialer icon.**

3. **Click Dial Phone.**

   You can do this step only after you've established an account with an Internet access provider.
4. **Double-click the icon of the application program you want to work with.**

Learning to use the software

This manual presents an overview of the Internet and of the software included in your Apple Internet Connection Kit. Rather than explaining features of the software in detail, it discusses Internet tools in a general way.

If you need help learning to use the software, follow these instructions:

1. **Start the Internet application program you want to use.**

   Open the Apple Internet Connection Kit folder and double-click the appropriate program's icon.

2. **Choose Apple Internet Connection Kit Guide from the Guide (?) menu.**

3. **Click Topics.**

4. **In the list that appears, click the kind of Internet program you're using (for example, an e-mail or newsgroup program).**

5. **Locate the task you want to accomplish, and double-click it.**

6. **Read the information and follow the instructions in the Guide panels.**

For more information on using onscreen guides, see the "Reviewing the Basics" topic of Macintosh Guide, available in the Guide (?) menu when the Finder is the active program.

Getting more help

Some Internet programs have Balloon Help. To see if the program you're using has it, choose Show Balloons from the Guide (?) menu and move the pointer over the menu bar. If the program has Balloon Help, balloons with explanatory text appear as you move the pointer.

Some programs have additional help accessible from menus. This help provides more detailed information than the Apple Internet Connection Kit Guide. Check the Guide (?) menu and other menus to see what additional help is available.

If none of these sources gives you the information you need, you're probably using an advanced feature. You may need to consult more detailed documentation, as explained in the next section.

Getting detailed documentation

Your Apple Internet Connection Kit includes all the information you need for using the Internet application programs' most popular features. However, if you're an experienced Internet user, you may want to use the detailed documentation.

If you installed your software from a CD-ROM disc, the same disc holds detailed documentation in electronic form. To read that documentation, just double-click it.

If you want to make sure your documentation is up-to-date, or if you don't have a CD-ROM player, you can download the latest documentation from the Internet. Follow these instructions:

1. **Start the Internet program you want to use.**

   Open the Apple Internet Connection Kit folder and double-click the appropriate program icon.

2. **Choose Apple Internet Connection Kit Guide from the Guide (?) menu.**

3. **Click Topics.**

4. **Click the kind of Internet application program whose documentation you want (for example, an e-mail or newsgroup program).**

5. **Locate the question "How do I get more help?" in the window on the right, and double-click it.**

   Read the information presented in the Guide panels. When asked if you want to locate the more detailed documentation, click the button to do so. The Netscape Navigator™ program opens, and a World Wide Web page appears.

6 **Follow the directions on the screen.**

The documentation will be downloaded directly to your computer.

Additionally, the creators of the software in your Apple Internet Connection Kit maintain their own information and help resources, also available on the Internet. Following are the World Wide Web (WWW) page addresses where you can find online support. (If you need instructions on using Web addresses, open Netscape Navigator and see the Netscape Navigator topic area of Apple Internet Connection Kit Guide, available in the Guide [?] menu.)

Software	WWW address
Internet Dialer	http://www.info.apple.com
Adobe Acrobat	http://www.adobe.com
Fetch	http://www.dartmouth.edu/pages/softdev/fetch.html
Netscape Navigator	http://www.netscape.com
NewsWatcher	ftp://ftp.acns.nwu.edu/pub/newswatcher
Claris Emailer Lite	http://www.claris.com
NCSA Telnet	http://www.ncsa.uiuc.edu/SDG/Software/MacTelnet

Getting technical support

If you need help with installation, registering with an Internet access provider, or configuring your software, and nothing presented in the available documentation solves your problem, call the Apple Assistance Center. (See the registration information that came with your kit for the phone number.)

The Internet access provider with whom you register will provide you with help if you have questions about monthly access charges or billing, or if you have trouble connecting to the Internet.

2 Understanding the Internet

The Internet is a network of computer networks, made up of millions of computers from all over the world. No individual, company, government agency, or conglomerate owns or controls the Internet. All participants pay the necessary expenses to maintain this giant cooperative.

In this chapter you'll read about

- how the Internet came to be
- the most basic Internet tools
- issues for parents to be aware of

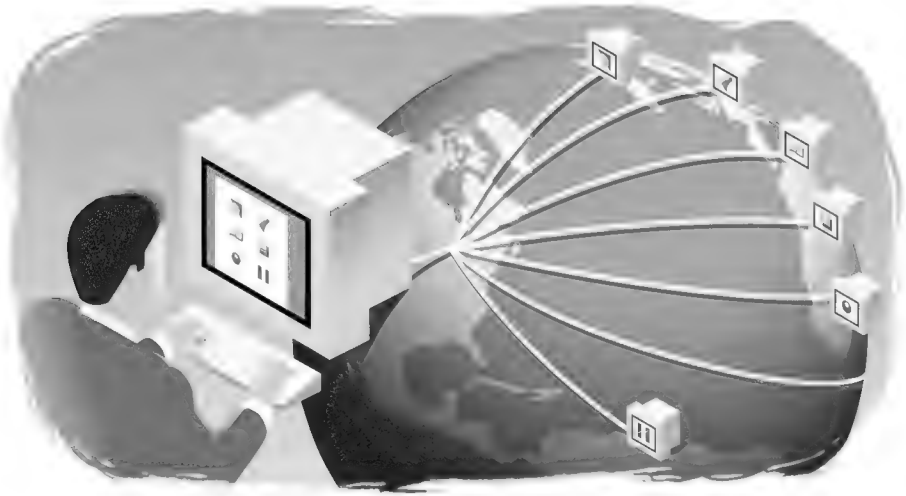
How the Internet was created

The Internet first began to take shape in 1969. At that time, the United States Department of Defense created the ARPAnet, a computer network through which government, educational, and commercial organizations involved in military research could exchange vital information if a disaster were to disrupt ordinary communication. The Department of Defense designed the ARPAnet in such a way that any computer on the network could transmit information to any other computer without a lot of communication "overhead."

The resulting communications standard was called the *Internet protocol,* or *IP.* Because of its simplicity, the IP standard made it practical for computers from different manufacturers to communicate.

Over time, separate networks all over the world began to use the IP standard. The ARPAnet was replaced in the late 1980s by NSFnet, a project of the National Science Foundation, with expanded communication protocols to allow participation of more computers. In the early 1990s, other networks, such as Bitnet, DECnet, and FidoNet, developed "gateways" that allowed computers on their own networks (including Macintosh networks) to communicate with computers on other networks using the IP standard.

With the development of faster communication links and software came commercial Internet access providers. These providers allowed individual computers to connect directly into what had come to be known as the Internet, instead of having to be part of networks using gateways.



Basic tools of the Internet

The Internet is a vast international communication system and repository of information. Over the years tools have been developed, mostly at universities, for communicating and exchanging information over the Internet. Your Apple Internet Connection Kit comes with a set of application programs that help you use the most important Internet tools and features, such as the World Wide Web, electronic mail (e-mail), and newsgroups.

Your Apple Internet Connection Kit provides access to the following:

World Wide Web

The World Wide Web (also referred to as *the Web* or *WWW*) organizes and presents information in a series of hypertext documents—documents that can include hypertext links to other documents. For example, you might find a Web "page" about artists that mentions Van Gogh; if you click the name *Van Gogh*, you go to another Web page specifically about Van Gogh. The Apple Internet Connection Kit comes with the Netscape Navigator program, which allows you to use the World Wide Web to either browse available pages or to search for specific information through millions of documents stored throughout the world. (For details, see Chapter 3, "Browsing the World Wide Web.")

E-mail

You use electronic mail, or e-mail, to exchange information in much the same way that you use paper mail, except that e-mail is faster and more convenient. With the Claris Emailer Lite program, included in the Apple Internet Connection Kit, you can create, read, and respond to e-mail, and even exchange attached files. For more information, see Chapter 4, "Sending and Receiving E-mail."

Newsgroups

You can also participate in "newsgroups"—worldwide public facilities for debate and the open exchange of information. You use the NewsWatcher program in your Internet Connection Kit to read, respond to, and create your own articles in over ten thousand separate topic groups. For details, see Chapter 5, "Using Newsgroups."

FTP

You use File Transfer Protocol (FTP) to exchange files with other computers on the Internet. You can retrieve pictures, sound files, movies, text documents, utilities, and application software that are available on the Internet at a minimal cost (and often at no cost at all). Although Apple Computer, Inc., does not provide technical assistance with the software you download, the software's creators may provide technical support. The Apple Internet Connection Kit provides the FTP program Fetch for file transfer; see Chapter 6, "Exchanging Files," for more information.

Telnet

With Telnet, you can log onto other computers so that you can use their programs and data as if they were on your own hard disk. With the NCSA Telnet program that comes with your Apple Internet Connection Kit, you can search databases on virtually any subject or browse card catalogs of libraries all over the planet. Telnet is described in Chapter 7, "Using Your Computer as a Terminal."

Notes for parents

The Internet has many resources designed specifically for children. For example, there are nearly 40 children's newsgroups in the K12 hierarchy alone, including *k12.chat.elementary*, *k12.ed.soc-studies*, *k12.lang.francais*, and *k12.library*. Additionally, there are numerous World Wide Web sites such as "Children's Books and More" and "Children's Literature" that maintain lists of children's books and online book resources.

At the same time, the Internet is a highly sophisticated international exchange medium. Many newsgroups include heated debates in controversial areas such as politics, religion, sexuality, and violence. Several newsgroups and file transfer sites present access to articles, pictures, and movies that are explicitly violent or sexual. Because of this, parents may want to supervise their children's time on the Internet.

3 Browsing the World Wide Web

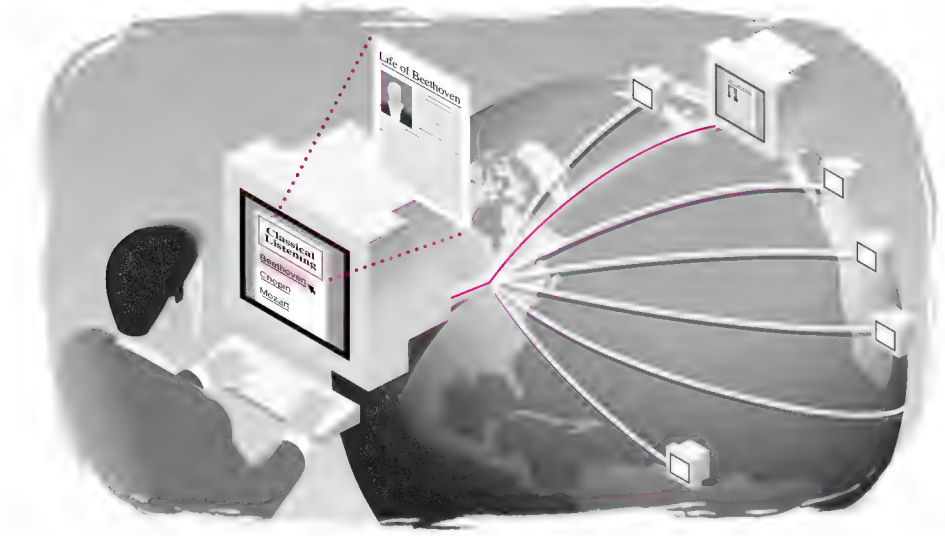
The World Wide Web (or "Web") organizes and presents Internet information in a series of hypertext documents. Your Apple Internet Connection Kit comes with Netscape Navigator, a program you can use to move around in the Web.

In this chapter you'll read about

- how the Web operates
- browsing through information on the Web
- searching for specific information on the Web
- finding Web sites

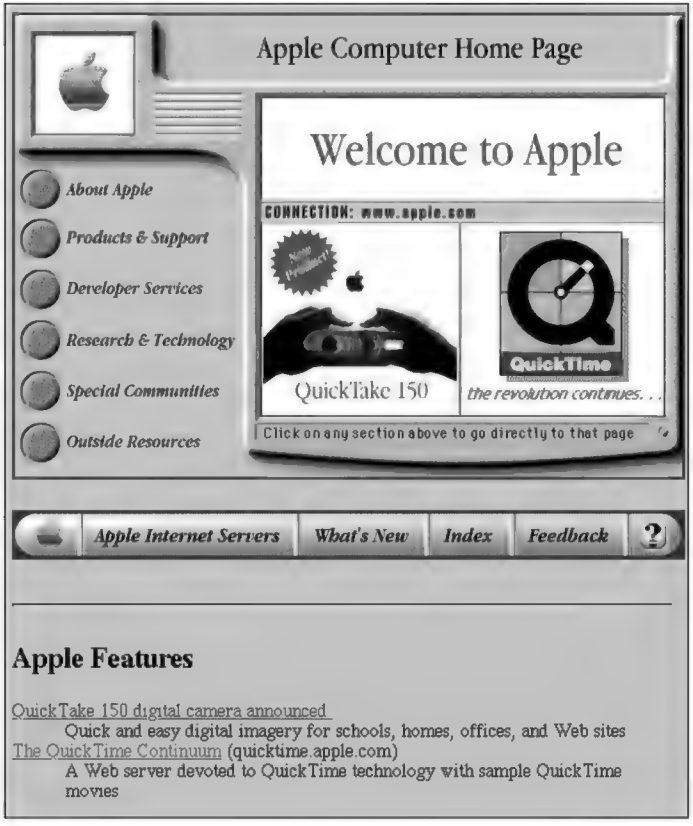
How the Web operates

The World Wide Web is the Internet's newest and easiest tool for accessing information. The Web presents information in easy-to-read screens, or "pages." On a Web page, you can click a graphic or an underlined name, fact, or concept that you want to know more about, and your click takes you to another Web page with information about what you clicked.



You are transported from one page to another by a hypertext link—a pointer to the new information activated by your clicking. The new information may reside in the same computer or in one on the other side of the world. Gaining access to distributed information through hypertext links is at the heart of the World Wide Web.

Originally, Web pages were made up of text alone. Today, they can have text, graphics, sound, and movies.



To navigate through the World Wide Web, you use a program called a browser. The browser that comes with the Apple Internet Connection Kit is called Netscape Navigator.

Browsing through information

You can follow hypertext links between Web pages according to your fancy, or according to your homework or research needs. But because many links are not straightforward and you often don't know where the link will take you, getting lost in the Web is a great possibility. There are no rules that prevent the people who create Web pages from making whatever links they like.

For example, clicking Van Gogh on a page about artists may lead you to a page about Van Gogh's homeland, the Netherlands. That page is likely to produce links to articles about windmills, tulips, and religious tolerance. Before long, you can be far afield from your starting point. (You can see why the software you use to navigate the Web is called a *browser*)

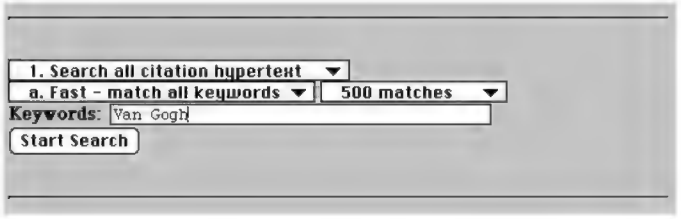
Browsers maintain breadcrumb trails that you can follow back to your source. Each time you follow a link, the browser notes the Web page you left. Later, you can access that collection of notes and return to any page between your starting point and your current location. For more information, see the online Apple Internet Connection Kit Guide, available in the Guide (?) menu when Netscape Navigator is the active program.

Using search engines

You can also search for specific information on the Web. You use one of the Web's search engines to isolate lists of links that are likely to bring you to the information you need.

Search engines usually present forms for you to fill out. In the simplest engines, you click in the entry field and type one or more keywords identifying what you're searching for; as soon as you press the Return key, the searching begins.

Other search engines include options that narrow the search and often result in a more meaningful list of links.



The Webcrawler is a useful and easy-to-use search engine. It lets you find files and software quickly and easily. You'll use this page often.

The Webcrawler's address is *http://webcrawler.com/*. (If you need instructions on using Web addresses, see the Apple Internet Connection Kit Guide, available in the Guide [?] menu when Netscape Navigator is the active program.)

Finding Web sites

There are millions of Web pages. Their content ranges from the complete works of Shakespeare to recent art shows at the Louvre (complete with graphics) to lists of people censured for abusing Internet privileges.

Web pages, which are identified by addresses called *URLs* (an acronym for Uniform Resource Locator), are located in areas of the World Wide Web called *sites*. Finding the sites of most interest to you will take a little time and a lot of browsing. You can start with some of the sites listed below and see where they take you.

IMPORTANT The addresses in the following list were accurate when this guide was published. If you receive an error message with the number 404 when attempting to access a particular page, the Web page has been moved to another server or is no longer accessible. To try to locate it, type the name of the page, enclosed within quotation marks, into any Web search engine (described in "Using Search Engines" earlier in this chapter).

About The Internet

A jumping-off place for learning, this page brings you information about how the Internet operates and about its advisory bodies.

Address: http://home.mcom.com/assist/about_the_internet.html

Amateur Radio WWW Services

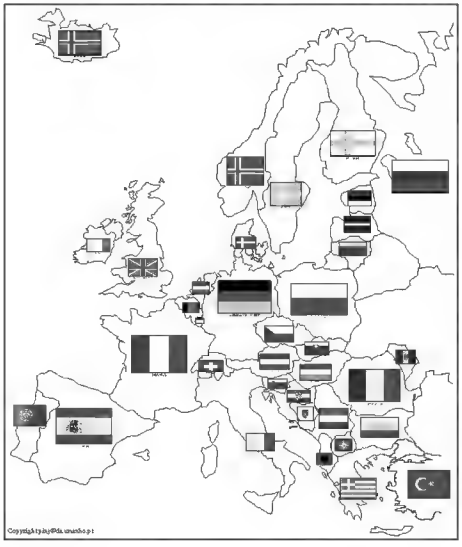
Sponsored by the University of Hawaii, this page presents "hyperlinks to the various Internet resources that may be of interest to Amateur Radio operators." The Web has many such pages dedicated to specific hobbies.

Address: http://mpg.phys.hawaii.edu/AmateurRadio.html

European Home Page

Housed on a computer in Portugal, this site is the gateway to European Web pages. Click a flag of the country you're interested in, and you get back a multitude of potential resources.

Address: http://s700.uminho.pt/europa.html



International Newspapers

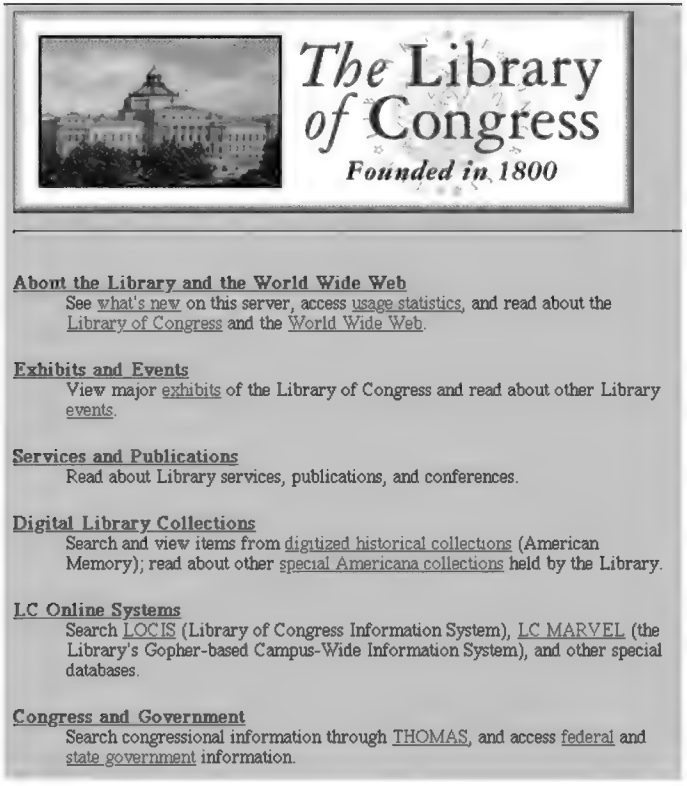
This page presents hypertext links to hundreds of online newspaper sources all over the world including the United States, Canada, Europe, Asia, the Middle East, Africa, South America, and Australia.

Address: http://marketplace.com/e-papers.list.www/e-papers.links.html

Library of Congress

Use this page to access the databases of the Library of Congress of the United States, and to reach other U.S. Government sites.

Address: http://marvel.loc.gov/


The Library of Congress
Founded in 1800
About the Library and the World Wide Web
See what's new on this server, access usage statistics, and read about the Library of Congress and the World Wide Web.
Exhibits and Events
View major exhibits of the Library of Congress and read about other Library events.
Services and Publications
Read about Library services, publications, and conferences.
Digital Library Collections
Search and view items from digitized historical collections (American Memory); read about other special Americana collections held by the Library.
LC Online Systems
Search LOCIS (Library of Congress Information System), LC MARVEL (the Library's Gopher-based Campus-Wide Information System), and other special databases.
Congress and Government
Search congressional information through THOMAS, and access federal and state government information.

List of Usenet FAQs

This page provides links to frequently asked questions and answers (FAQs) for Usenet newsgroups, the public discussion and information forums in which you can post and retrieve articles on a variety of subjects. Whether you're a new or seasoned newsgroup user, it's a good idea to read the FAQ for a newsgroup before you post an article to it. (Newsgroups are explained in detail in Chapter 5, "Using Newsgroups.")

Address: http://www.cis.ohio-state.edu/hypertext/faq/usenet/FAQ-List.html

Project Gutenberg

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Address: http://jg.cso.uiuc.edu/PG/welcome.html

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Evan Mair's subpage can be accessed here!

Yahoo

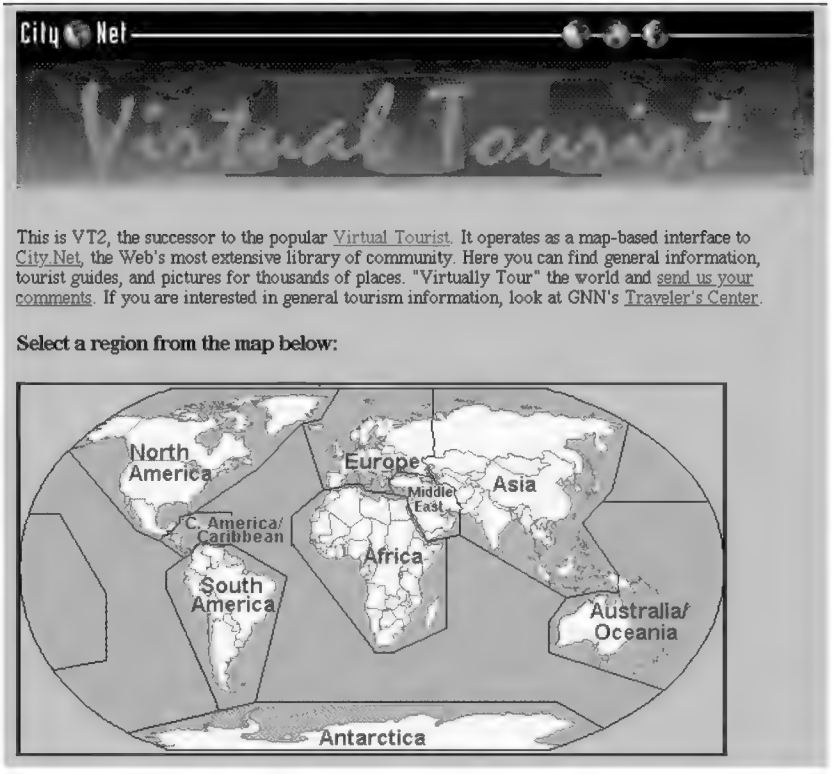
Yahoo is a hierarchical index to the World Wide Web. You can browse categories such as Art, Government, Reference, and Social Science, refining your search until you find pages that interest you. Yahoo has about a dozen major categories and many hundreds of subcategories.

Address: http://www.yahoo.com

Virtual Tourist World Map

Click a part of this map to get in-depth tourist information and pictures from countries all over the world.

Address: http://wings.buffalo.edu/world/


City Net
Virtual Tourist
This is VT2, the successor to the popular Virtual Tourist. It operates as a map-based interface to City Net, the Web's most extensive library of community. Here you can find general information, tourist guides, and pictures for thousands of places. "Virtually Tour" the world and send us your comments. If you are interested in general tourism information, look at GNN's Traveler's Center.
Select a region from the map below:
North America
Europe
Middle East
Asia
C. America/ Caribbean
Africa
South America
Australia/ Oceania
Antarctica

Saving addresses as bookmarks

A Web "bookmark" is a Web page address that you type once and save under a familiar name. Whenever you want to go to that Web page, you choose the bookmark from a menu when Netscape Navigator is the active program.

For example, without a bookmark you'd have to type this address to read today's copy of the *Irish Times* from Dublin:

http://www.ieunet.ie/cgi-bin/htimage/marketplace/irish-times/graphics/irishtimes.map?196,257

With a bookmark, you'd choose Irish Times from the Bookmark menu instead, preventing the likelihood of a typing error that would result in your not getting the page you want.

The online Apple Internet Connection Kit Guide, available in the Guide (?) menu when Netscape Navigator is the active program, provides instructions for creating and using bookmarks.

A note about performance

Sometimes connecting to a Web site may take longer than you expect. The problem is not with your software, though; several factors can affect connector time, including how fast your modem is and how far away the site is.

One of the most important factors, however, is the server that you're contacting. Some extremely popular servers may be processing many requests for use at the same time, and some servers are just slower than others. After a while, you'll learn which servers are the fastest.

4 Sending and Receiving Mail

You use electronic mail (that is, e-mail) to exchange information in much the same way that you use regular paper mail. While e-mail is much faster and more flexible than paper mail, it is slightly less secure.

In this chapter you'll read about

- composing e-mail
- addressing e-mail
- attaching a file to your e-mail message
- using signature files
- considering e-mail etiquette

E-mail versus paper mail

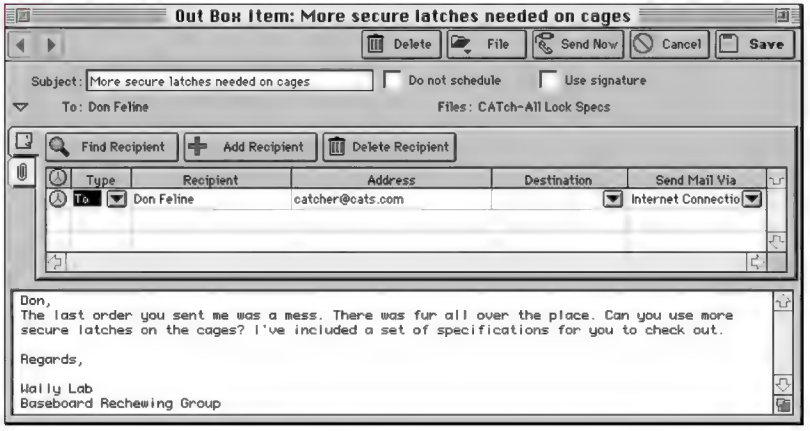
E-mail is a great time saver. You can write, edit, address, and mail your letter without having to use a printer, an envelope, or a stamp; you can send the same letter to many people at the same time; and you can be fairly certain that your letter will arrive far faster than if you had used the traditional method. Additionally, you can attach a file to a letter, making e-mail a great way to exchange formatted word-processor documents or graphics.

E-mail, however, is not perfect. For example, e-mail isn't absolutely secure unless your letter is specially encoded so that only you and the recipient can read it. Additionally, e-mail's speed and ease of use can lead you to hastily write angry letters you may later regret—especially if one of those letters is to your boss.

With these cautions in mind, e-mail is still a great method for exchanging information.

Composing e-mail

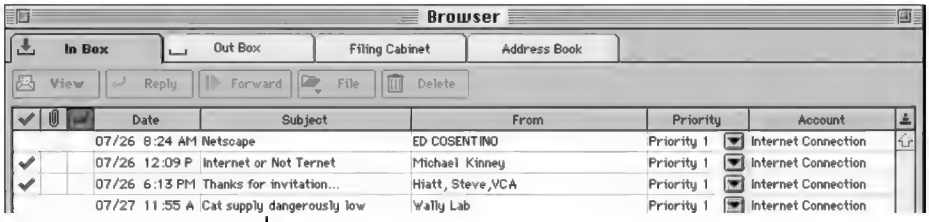
If you know how to use any plain text editor or word processor, you can compose an electronic letter. You type your electronic letter into a text window using all of the standard Macintosh editing features, just as you would type a letter to be printed and mailed.



If you want, you can use the word processor you ordinarily do, saving the file in plain text format; then you import the file directly into the e-mail software's text window. (See "Considering E-mail Etiquette," later in this chapter, for some cautions.)

The subject field

Electronic letters have a feature that paper letters lack—the subject field. This field describes the letter's topic.



Subject fields of letters in an In Box

Many people who receive a lot of electronic mail determine whether they'll read a letter based on this field. This is especially true if they don't know the sender. As electronic mail becomes more prevalent (as it is bound to with the growth of the Internet), screening "junk" e-mail will become more common. The subject line will likely be part of the screening process.

Addressing e-mail

Addressing an electronic letter is nearly as easy as writing the letter itself. You just type the proper e-mail address into the address field.

Address field

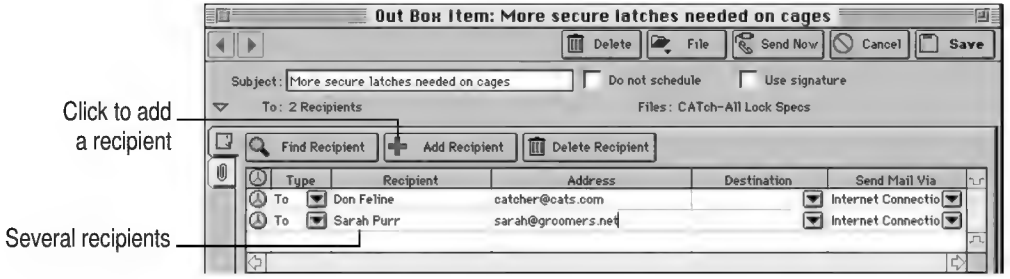
E-mail addresses usually take the following form:

recipientName@recipientMailServer

where *recipientName* is the name that the recipient goes by when he or she connects to that mail server and *recipientMailServer* is the recipient's mail server name.

For example, to send a letter to John Scribblemonger whose login name (user ID) is "scribbler" at the mail server "apple.com," the address would be *scribbler@apple.com.* (Both the @ and the period between "apple" and "com" are required; the rest of the address can be in uppercase or lowercase letters.)

You can send the same electronic letter to multiple recipients by clicking the Add Recipient button.



About suffixes: An e-mail address usually ends in a two or three-letter code. This code identifies the country in which the server is located (two letters) or the kind of organization with which the mail server is associated (three letters). Some common national codes are "us" (United States), "jp" (Japan), "uk" (United Kingdom), and "fr" (France). Common organizational codes include "com" (commercial), "edu" (educational), and "gov" (government).

Some recipient names consist of numbers instead of letters. The CompuServe online service, for example, requires you to use the recipient's member number, with the comma replaced by a period (for example, *12345678@compuserve.com*).

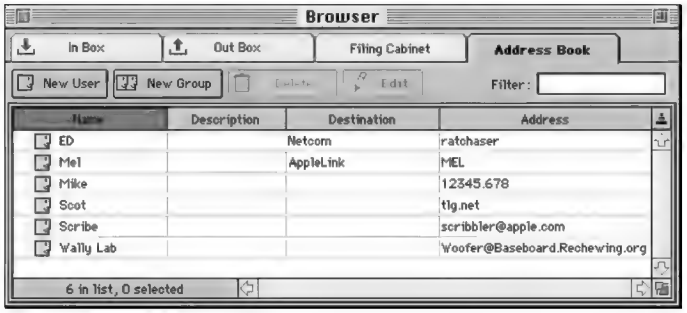
Following is a list of some other popular online services and how to address mail to members:

Service	Addressing method
eWorld	*recipientName*@eworld.com
AppleLink	*recipientName*@applelink.apple.com
America Online	*recipientName*@aol.com
Prodigy	*recipientName*@prodigy.com
MCI Mail	*recipientName*@mcimail.com

Because e-mail addressing specifics can vary, and because there is as yet no reliable or even remotely complete address database, the only way to know what e-mail address to use is to get it directly from a recipient, a recipient's correspondence or newsgroup posting, or a recipient's associate.

Using an address book

Once you have a recipient's e-mail address, you can store it in your software's address book and assign the address a nickname. For example, you might add *scribbler@apple.com* with the nickname "scribe"; thereafter, to send a letter to John Scribblemonger you just type "scribe" into the Recipient field and the software does the rest.



Copies and blind copies

Just as you can send copies ("cc") of paper mail, you can send copies of e-mail. People receiving copies of your letter also receive copies of any attached files (described later in this chapter).

Recipients who receive "blind copies" (bcc) also receive copies of everything sent to the main recipient. None of the recipients, however, know who the bcc recipients are, because names and addresses of blind recipients are removed from the letter when it's sent.

Attaching files

One of the features that makes e-mail so useful is its ability to send files along with letters. Although you must write your letter in plain text without including any graphics or sound as part of the letter, you can attach files in any format you want.

Some cautions are in order here, however. The recipient's computer must be able to understand the attachment's format. For example, if your recipient's computer is an IBM mainframe, it won't be able to read a HyperCard stack.

Additionally, not all mail server systems are set up to receive attachments. An attachment sent to such a system can get removed in transit, show up as garbled mail, or cause the whole e-mail message to be rejected.

To make sure that a mail server can receive and understand an attachment, contact your intended recipient and ask. If your recipient doesn't know, try sending a test attachment first.

Using signature files

A signature file is a text file that you can automatically add to the bottom of every letter that you write. It's a little like the letterhead at the top of stationery; generally brief (four lines is a good limit), this file can contain whatever you want. Most people include a paper mailing address, a voice or fax telephone number, a favorite quote, or a message.

```
Wally Lab             | I collect books about cats
21 Barker Alley       | (VG/VG condition) 1917-1970
San Francisco  94131  | with numbered dust jackets.
(415) 555-8831        | Email for my want list.
```

Signature files are optional, and their text can be changed at will.

Considering e-mail etiquette

There is an etiquette associated with e-mail, as there is with all Internet tools. Most of it has to do with recognizing that there are many kinds of computers operating many kinds of mail readers, all with different sets of features.

- **Use plain text.**

  While your Macintosh mail reader can show bold and italic text in 14-point Palatino, your recipient's mail reader may not. The codes for text styles on the Macintosh often show as a strange-looking set of control characters on non-Macintosh computers.

  To be safe, stick with a 12-point Courier or Times font. If you insist on formatting your text with spaces, use Courier (a non-proportional font).

  Avoid using special characters such as bullets (•), ligatures (æ), and accented characters (é). Such characters are specific to the Macintosh.

- **Be extremely careful with humor.**

  E-mail tends to be much less formal than traditional paper mail. Even so, care needs to be taken when sending e-mail to people you don't know well; subtle wit travels poorly in e-mail.

  If you use wit that might be mistaken as attack or criticism, you can clarify your intent with a "smiley." A smiley is a set of text characters that form a face when you look at it with your head tilted to the left. People use smileys on the Internet to signify their real emotional intention. Here are a few common ones:

`:-)`	A smile, signifying a humorous intent
`;-)`	A wink
`:-(`	A frown, signifying unhappiness
`8-[`	An angry face
`:-o`	A surprised face

  Remember that it's generally impossible to take back a letter once you've sent it.

5 Using Newsgroups

Usenet, the collective name for all newsgroups, is like a huge collection of electronic bulletin board systems. An international medium for debate and information exchange, it's the Internet's open discussion forum.

In this chapter you'll read about

- what Usenet is for
- basic conventions of Usenet
- understanding newsgroup names
- subscribing to a newsgroup and submitting articles
- newsgroups for Macintosh users
- practicing "netiquette"

Some Usenet features

Usenet is an interactive international magazine that covers more subjects in science and everyday life than most people know exist. When you tap into Usenet, you can

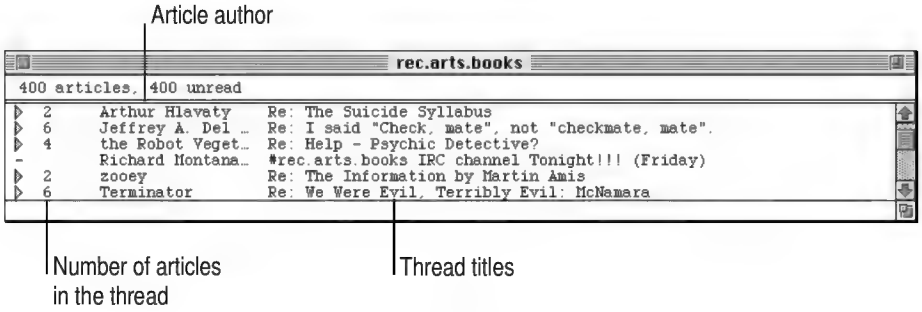
- argue the merits of fusion over fission
- discover where to get tickets for a sold-out concert
- learn where to find a free copy of the latest virus protection program
- follow the latest news and commentary about any current event
- get a great recipe for Eggs Flambé
- learn cutting-edge developments in a dozen areas of biology
- read about Celtic, Indian, Korean, Nepalese, or a dozen other cultures
- share your views on the reality of crop circles
- take part in discussions with some of the greatest living futurists

IMPORTANT Some newsgroups may include articles with software you can download and use. Although Apple Computer, Inc,. does not provide technical assistance with the software you download from the Internet, the software's creators may provide technical support. Check the documentation files that you download with the software to be sure.

Usenet basics

Usenet is made up of thousands of electronic discussion forums called *newsgroups*. Each newsgroup is composed of a series of electronic messages (called *articles*) on the themes of a given topic. The topic can be anything from stamp collecting to nuclear physics to pets to computer software. The article themes (known as *threads*) can be anything related to those topics.

The following illustration shows a list of typical thread titles from a newsgroup called *rec.arts.books*. (For a description of newsgroup names, see "Understanding Newsgroup Names," later in this chapter.)


Article author
rec.arts.books
400 articles, 400 unread
2 Arthur Hlavaty Re: The Suicide Syllabus
6 Jeffrey A. Del … Re: I said "Check, mate", not "checkmate, mate".
4 the Robot Veget… Re: Help - Psychic Detective?
- Richard Montana… #rec.arts.books IRC channel Tonight!!! (Friday)
2 zooey Re: The Information by Martin Amis
6 Terminator Re: We Were Evil, Terribly Evil: McNamara
Number of articles in the thread
Thread titles

You can read the articles in any newsgroup and respond to them by sending e-mail to the article's author (known as the *poster*). In most newsgroups, you can also respond by "posting a follow-up"—that is, publishing your own article. Additionally, you can start your own discussion, or "initiate a thread." And you can even propose a topic for an entirely new newsgroup.

Most Internet access providers don't carry all the newsgroups available because there are so many of them. Currently there are well over 10,000 newsgroups worldwide (not counting newsgroups restricted to smaller communities, colleges and universities, and corporations), and newsgroups are constantly being created and abandoned. A new one is created when enough people feel the need for it; an old one goes out of existence when people stop posting articles to it.

Understanding newsgroup names

You can tell what a newsgroup is about by examining its name. Name parts are separated by periods, and go from most general to most specific, left to right. For example, the newsgroup *soc.culture.ecuador* covers social topics ("soc") having to do with the customs, habits, arts, and day-to-day life ("culture") of the people of Ecuador.

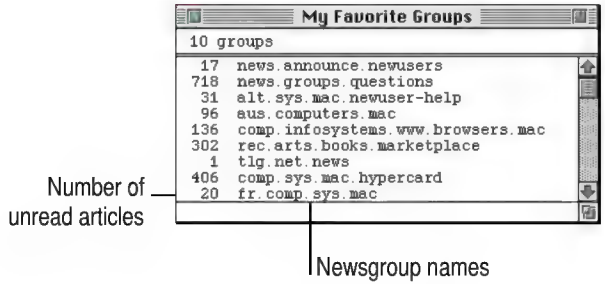
The first word in a newsgroup's name is considered the top-level hierarchy name, which indicates the newsgroup's main subject matter. Following is a list of some of the most widely read or important hierarchies.

Hierarchy	Subject matter
alt	Unrestricted, often controversial subjects such as sexuality, drugs and politics (not carried by all news sites)
biz	Business topics, product reviews, demonstration software (not carried by all news sites)
comp	Topics in the world of computers (not all groups carried by all sites)
hiv	Information abut HIV disease and AIDS (not carried by all news sites)
k12	Kindergarten through grade 12 educational curriculum, classroom projects, language exchanges with native speakers, general "kid-to-kid" chatting (not carried by all news sites)
misc	Themes not easily categorized under other hierarchies
news	Groups concerned with newsgroups and Usenet itself
rec	Recreational pursuits, arts, and hobbies
sci	Research findings in, discussions about, and applications of recent discoveries in the established sciences
soc	Social issues and socializing (not all groups carried by all sites)
talk	General discussions of a free-wheeling nature on every topic (not all groups carried by all sites)

For more information on newsgroup names, see the article "Guidelines on Usenet Newsgroup Names" in the newsgroup *news.announce.newusers*.

Subscribing to a newsgroup

Once you locate a newsgroup that you're interested in, you subscribe to it—that is, you tell your software to keep track of it. Whenever you want to read articles in that group, you select it from the list of subscribed groups that your software maintains. (Your screen may look slightly different from what is pictured here.)



When you subscribe to a group, your software keeps track of the articles you've already read so that you don't have to sift through them again.

Writing articles

After you've read a newsgroup for a while and developed a sense of how articles are written for that group, you may want to post your own articles, either in response to ones that you've read or on new subjects.

The process of writing an article is easy; you just type text into a window using all of the standard Macintosh text editing features.

It's important that the article is appropriate to the newsgroup. It is not appropriate, for example, to post an article with strong political content into a hobby newsgroup. Violating the newsgroup's standards of appropriateness is considered a serious breach of etiquette.

To learn what's appropriate, read articles in the group for several weeks without responding or posting any articles of your own. Additionally, look for FAQ (frequently asked questions) articles with titles such as "Frequently Asked Questions About Pet.Dogs.Grooming" or "Comp.Sys.Mac.Finder FAQ" and read them carefully. You'll find an up-to-date list of FAQs on the World Wide Web at the address *http://www.cis.ohio-state.edu/hypertext/faq/usenet/FAQ-List.html.*

For a more complete discussion of good Usenet citizenship, see "Practicing 'Netiquette,'" later in this chapter, and "Considering E-mail Etiquette" in Chapter 4. (What's appropriate for e-mail applies equally well to newsgroup articles.)

The article subject

The article subject is an important part of a newsgroup article. It lets readers know what your article is about, and is the one piece of information that determines whether readers look at your article.

Subjects should be brief and very much to the point. For example, in the newsgroup *comp.sys.mac.hypercard,* two well-formulated subjects would be "Trouble with lots of text in a field" and "List of undocumented shortcuts." These subjects are much more specific than "Need help please" and "Good stuff found."

Subjects that merely call attention to themselves should be avoided. Newsgroup readers tend to ignore articles with cry-wolf subjects such as "Read Me Now!!!!" and "Extremely Urgent!"

For more discussion on writing, see the article "Hints on Writing Style for Usenet" in the newsgroup *news.announce.newusers.*

Newsgroups for Macintosh users

Many newsgroups are of interest to Macintosh users. The following list, while not exhaustive, presents a sampling of what's available for users at all levels of expertise.

alt.sys.mac.newuser-help

New users ask questions here, and experts (and sometimes other new users) answer them.

aus.computers.mac

Australians swap all manner of Macintosh information here. While some topics apply only to local people ("Is there a decent software store in Sydney?"), most are more general.

biz.marketplace.computers.mac

One of Usenet's 50 groups set aside for buying and selling, this newsgroup contains listings of new and used hardware and software for sale or trade. Be sure to read the FAQs before you post an article or purchase an item.

comp.binaries.mac

This group contains software that you can download and use. If the software is finished, you may be expected to send a small payment to the author after you've used the software for awhile and decide to keep it.

WARNING Some software in the *comp.binaries.mac* newsgroup is in a developmental rather than finished stage. Software that is in a developmental stage may "freeze" your computer system. In such a case you'll have to restart your computer, and any unsaved changes to open files will be lost. Apple Computer, Inc., does not guarantee or provide technical support for any of the software in this or any other newsgroup.

comp.infosystems.www.browsers.mac

This group is a great place to get help with your World Wide Web browser software. People exchange information on undocumented features, new software releases, and common problems and solutions.

comp.lang.forth.mac

This is a discussion group for folks developing software using the computer language Forth (a language originally developed for aiming giant telescopes).

comp.sys.mac.*

The *comp.sys.mac.** groups concern themselves with all manner of things Macintosh, and are all highly recommended. (The asterisk [*] is a "wild card" character and stands for any word that specifies a particular group.) There are currently about 30 such newsgroups. Names include *comp.sys.mac.games*, *comp.sys.mac.hypercard*, *comp.sys.mac.portable*, and *comp.sys.mac.printing*. The newsgroup comp.sys.mac.comm often has discussions on the application programs included in your Apple Internet Connection Kit.

fj.binaries.mac

This group is like comp.binaries.mac, except in Japanese. In most cases, you need to have a set of Japanese language fonts installed on your computer to read these articles.

fr.comp.sys.mac

This group contains articles about all manner of Macintosh issues in French.

misc.forsale.computers.mac-specific.*

Like *biz.marketplace.computers.mac*, this series of groups contains listings of new and used hardware and software for sale. There are separate groups for video cards, portable computer systems, software, and more.

tamu.micro.mac

This group has Macintosh-related information of interest to students at Texas A&M University. Usenet has many such hierarchies of special interest to the students and faculty of individual universities (such as "ucb" for the University of California at Berkeley and "osu" for Ohio Sate University) and geographic areas (such as "ba" for the San Francisco Bay Area and "nyc" for New York City).

Practicing "netiquette"

Netiquette is the Usenet term for Usenet etiquette. While Usenet has no ordained authority, it does have customs and agreements that enable it to continue. The price you pay when you ignore these customs ranges from isolation (having your articles ignored) to humiliation (being publicly attacked, or "flamed," in follow-up articles), being "mail-bombed" (scads of hostile letters received at your e-mail address), or being expelled (the result of many complaints sent to your Internet access provider, who in response may terminate your Internet account).

You can find complete details about netiquette in a series of articles in the newsgroup *news.announce.newusers*. These articles are written and updated by extremely experienced newsgroup users, and present excellent suggestions for making your time on Usenet productive and enjoyable. They are required reading for every new Usenet user.

IMPORTANT *news.announce.newusers* is the first newsgroup to which you should subscribe. Read the articles in this newsgroup before you post an article of any type, or even respond to an article by e-mail. Articles in this newsgroup are updated and reappear often, most on a monthly basis. Here are the names of the most important general netiquette articles, with a brief summary of each.

"A Primer on How to Work With the Usenet Community"

This article consists of a series of recommendations that constitute "a guide to using [Usenet] politely, effectively and efficiently."

"Rules for Posting to Usenet"

This brief article describes how and where to post articles. Topics include how to choose proper distribution for your articles (within your own city, state, region, and so on) and how to choose the best newsgroup to which to post.

"Answers to Frequently Asked Questions About Usenet"

This time-saving article presents a compilation of the most frequently asked questions about Usenet. Read this and other FAQ articles before you post a question.

"Emily Postnews Answers Your Questions on Netiquette"

A humorous series of recommendations, this article tells what not to do on Usenet.

6 Exchanging Files

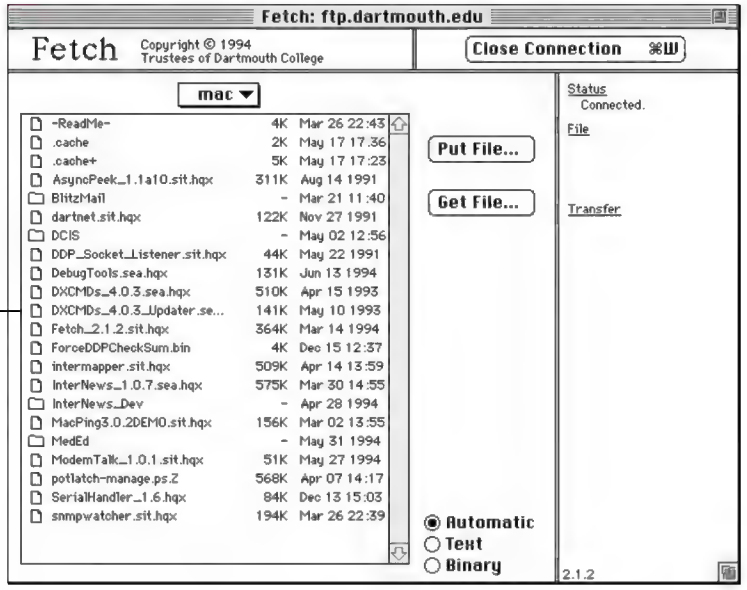
You use File Transfer Protocol (FTP) software to exchange files with computers on the Internet. Recommended for experienced Internet users, FTP sometimes can retrieve programs that more general Internet software cannot.

In this chapter you'll read about

- anonymous FTP archives
- finding FTP sites
- retrieving and using files
- using demoware, freeware, and shareware files
- FTP etiquette

Anonymous FTP archives

Anonymous FTP archives are collections of files to which you can gain access without an assigned password. Such files include application software, graphics, collections of sounds, and databases. These archives are often maintained by universities, government agencies, and large computer companies.



Software available through anonymous FTP at a Dartmouth College computer.

Technical support may be available: Although Apple Computer, Inc., does not provide technical support for any software you may retrieve, the software's creators sometimes provide technical support. See the documentation that comes with the software.

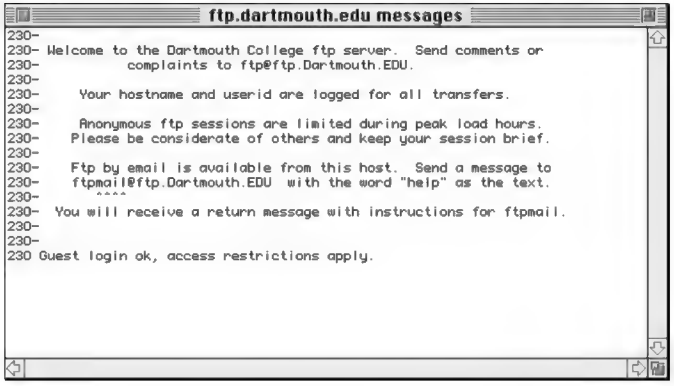
You reach an FTP archive with the Fetch application program included in your Apple Internet Connection Kit.

Many computer sites allow access to their files only if you have a user ID (also called a *login name*) and a password assigned by the site administrator. Anonymous FTP archive sites, however, accept the word "anonymous" as the user ID and your e-mail address as the password.

Why do they do it? Site administrators often find it more convenient and practical to maintain anonymous FTP archives than to set up password accounts for everyone who might have a legitimate need to access certain files. Computer companies, for example, might want to allow customers free access to system software updates and bug fixes, while universities might want students to get online catalogs and class schedules easily.

Restrictions

The administrators of anonymous FTP sites (the computers where the archives are stored) often place restrictions on using their archives. You have access to the files only in certain folders (called *directories* on most Internet systems), and there may be limits on the number of files you can retrieve (that is, "download") or the amount of time you can spend connected to a site.


ftp.dartmouth.edu messages
230-
230- Welcome to the Dartmouth College ftp server. Send comments or
230- complaints to ftp@ftp.Dartmouth.EDU.
230-
230- Your hostname and userid are logged for all transfers.
230-
230- Anonymous ftp sessions are limited during peak load hours.
230- Please be considerate of others and keep your session brief.
230-
230- Ftp by email is available from this host. Send a message to
230- ftpmail@ftp.Dartmouth.EDU with the word "help" as the text.
230- ^^^^
230- You will receive a return message with instructions for ftpmail.
230-
230-
230 Guest login ok, access restrictions apply.

Many sites do not allow you to transfer to the archive (that is, "upload") any files from your computer. Still, because all the files that you download are either free or extremely inexpensive, anonymous FTP is the best deal on the Internet.

Finding FTP sites

You can use one of the Internet's search engines to locate FTP sites. A search engine looks through one or more databases of listings to find matches for criteria that you set. The Internet has dozens of search engines, many of them available on the World Wide Web (described in Chapter 3). One of the best is the Webcrawler.

To reach the Webcrawler search engine, follow these instructions.

1. **Open your World Wide Web browser.**
2. **Type the following address into your browser's location field, and press Return:**

   http://webcrawler.com/

   You might also want to add this address to your browser's bookmark collection. Most people find the Webcrawler to be an extremely useful search engine.

3. **Type `Anonymous FTP` into the Webcrawler's text field, and press Return.**
4. **Click one of the site names that is displayed.**

   You may have to investigate a number of sites before you find one that you like.

You can be specific in your searching: You can also use a search engine to find a specific file or file type. Instead of searching for Anonymous FTP, search for Compression Software and see what happens.

Some useful sites

The addresses of a number of useful FTP sites are included with your software. For information on where to find the addresses and how to use them, see the online Apple Internet Connection Kit Guide, available in the Guide (?) menu when Fetch is the active program.

Finding files in an archive

Many FTP sites have files with titles such as Read Me and Directory Listings that provide hints about searching the archives. (You can't use application software from your computer's hard disk to locate files at the anonymous FTP site.) Additionally, many sites have Welcome messages that appear when you first connect, giving additional hints about where to look.

In the worst case, you'll have to browse through directories until you find what you want, using the directory names themselves as hints. Start with the directories named "mac" or "pub" (short for "public"). Browsing directories is simple; you double-click a folder to open it, just as you do in the Finder. Files and subfolders are always listed alphabetically, as if "by Name" were chosen in the Finder's View menu.

Retrieving and using files

The easiest way to retrieve a file once you've located it is to select it and then click the Get File button in your FTP software. The file is automatically downloaded to a folder in your computer.

About file suffixes

You may need to decompress downloaded files before you use them. Files stored in archives are often compressed in order to save space. Such files end in a one-, two-, or three-letter suffix preceded by a period (for example, "pictures.sit" or "files.hqz").

Some compressed files may be automatically expanded by your FTP software. You may need to expand others yourself with special software. Luckily, software for expanding compressed files is often available at the same site that holds the compressed files you were originally after. (See "Finding FTP Sites," earlier in this chapter.)

The decompression program that came with your Apple Internet Connection Kit, Stuffit Expander from Aladdin Systems, can expand all of the following formats:

Format	Suffix
AppleLink packages	.pkg
ARC	.arc
Bin Hex	.hqx
Compact Pro	.cpt
GZip	.gz
MacBinary	.bin
StuffIt	.sit
UNIX Compress	.Z
UUEncoded	.uu
Zip	.zip

Using demoware, freeware, and shareware files

Files that you download from anonymous FTP sites might be demoware, freeware, or shareware. Each type has rules (or at least catches) associated with it.

Demoware is software that promotes a company's products. Often having fewer features than a complete software program, a demoware program lets you try key features of a program before you buy the full program. Demoware software sometimes is programmed to expire after a given date or after a set number of times opened; after that, the software can't be used.

Freeware is software that you can use without cost. You can make copies and pass them on to whomever you like. Freeware usually comes with several restrictions: you must include the author's credits if you give away copies; you can't charge for copies that you give away; and you can't include the file as part of a package that you sell, even if you don't increase the price of the package. Most freeware authors, however, are more than happy to accept licensing contracts.

Shareware is software that you use on approval. Unlike demoware, shareware is a complete software package. You get all the features, not just a sample. After you use the software for a while, the author expects you to send payment or to throw the software away. Shareware is usually quite inexpensive.

FTP etiquette

Because FTP involves little interaction with people, the elements of FTP etiquette are fewer and simpler than those for Usenet or e-mail.

- **Use "anonymous" as your user ID, and use your e-mail address as your password.**
- **Don't upload copyrighted material without permission.**

  Copyrighted material is anything you didn't personally create. Material doesn't have to say "copyright" to be protected by law. (For details, see the article "10 Big Myths About Copyright Explained" by Brad Templeton in the Usenet newsgroup *news.announce.newusers*. See Chapter 5 for information on Usenet.)
- **Disconnect from an FTP site as quickly as possible.**

  Anonymous FTP sites are quite popular, and only a limited number of users can connect to them at one time. So you need to give other users a chance. In most cases, you can connect later and download more files.
- **Always pay for shareware that you continue to use.**

  Shareware authors expect to be reimbursed for application software that you use for longer than a brief trial period.

7 Using Your Computer as a Terminal

You use Telnet to log onto another computer. Once you're connected, you can use programs on the remote computer as if they were on your own hard disk.

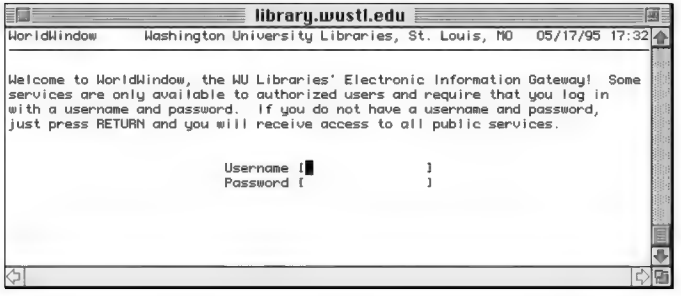
In this chapter you'll read about

- using Telnet
- finding Telnet sites
- Telnet etiquette

Using Telnet

When you connect to (or "log onto") a computer with Telnet software, your computer acts like a terminal attached to that computer.

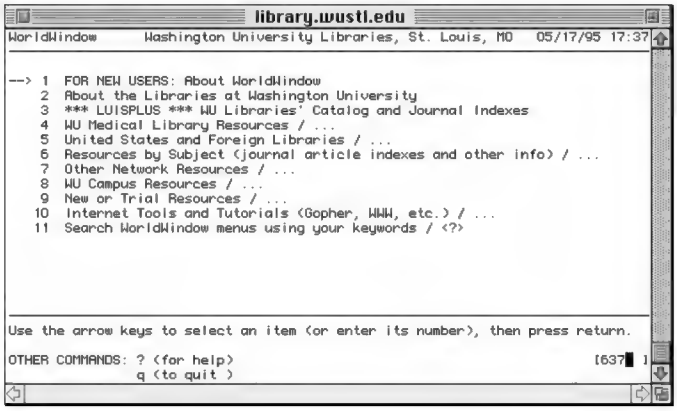
For example, many university libraries have computer terminals scattered throughout their facilities; students and faculty use these terminals to access electronic card catalogs and other databases. If the library allows Telnet access to its computer, you can do at home or at the office what students and faculty can do on campus.


library.wustl.edu
WorldWindow Washington University Libraries, St. Louis, MO 05/17/95 17:32
Welcome to WorldWindow, the WU Libraries' Electronic Information Gateway! Some services are only available to authorized users and require that you log in with a username and password. If you do not have a username and password, just press RETURN and you will receive access to all public services.
Username [ ]
Password [ ]

Most Telnet-accessible computers restrict your privileges. This means that you can run only certain programs and gain access to a limited number of databases.

Operating programs in a Telnet session

Once you log onto a Telnet site, you use the commands peculiar to the software running at that site. You'll often be presented with menus or other instructions for controlling the software, or there may be options for getting online help. Some of the largest sites also have manuals you can download, and a few even offer telephone assistance.


library.wustl.edu
WorldWindow Washington University Libraries, St. Louis, MO 05/17/95 17:37
--> 1 FOR NEW USERS: About WorldWindow
2 About the Libraries at Washington University
3 *** LUISPLUS *** WU Libraries' Catalog and Journal Indexes
4 WU Medical Library Resources / ...
5 United States and Foreign Libraries / ...
6 Resources by Subject (journal article indexes and other info) / ...
7 Other Network Resources / ...
8 WU Campus Resources / ...
9 New or Trial Resources / ...
10 Internet Tools and Tutorials (Gopher, WWW, etc.) / ...
11 Search WorldWindow menus using your keywords / <?>
Use the arrow keys to select an item (or enter its number), then press return.
OTHER COMMANDS: ? (for help)
q (to quit)
[637]

Many online services, such as CompuServe or the Well, allow you to connect to them through Telnet. This can be especially useful if you've tried to call the service but keep getting busy signals. Instead of dialing into the service, you use your Internet access provider to establish a Telnet connection. Once you're connected using Telnet, you use the service as you normally would.

Terminal settings: Some sites ask for the type of terminal you're using. If the site doesn't suggest a setting for home computers or PCs, use the vt100 setting.

Passwords and Telnet

Publicly accessible Telnet sites seldom require passwords; those that do often tell you what guest user ID and password to use. Other sites, such as commercial online services, don't allow guest access, and require that you have a user ID and a password. If you aren't sure whether guest access is permitted, try connecting and see what happens. (You can't hurt your computer by doing this; if Telnet access isn't allowed, you'll see a message telling you so.)

apple.com
login: guest
Apple.com does not have a generic "guest" account. Apple.com is run by
Engineering Data Systems as a general resource for all Apple
employees and contractors. If you want an account on this machine, and
are an Apple employee or contractor, please go to the Free Trade Zone:
K-7 Server: Free Parking Volume: Unix Accounts folder:
Unix Accounts database and fill out the required form.
Please fill it out completely, as incomplete forms
are automatically deleted. If you are not near a Campus or Engineering Net
connection, please send an AppleLink to NEW.ACCTS requesting the form for
a Unix Account on apple.com. Make sure you specify that you are unable to get
to the database.
If you're a curious poker trying your luck at system cracking, you've
come to the wrong place. First of all, since this system is connected
to the outside world in as many ways as we can think of, we don't keep
any company confidential information on it. Second, we take computer
security very seriously. All bad login/password combinations attempted
on this system are logged, and there have been various other unique
modifications made to this system to improve its security. We cooperate
with the authorities to prosecute system crackers.
This link will be dropped in 60 seconds.

Finding Telnet sites

Use an Internet search engine such as the Webcrawler to find Telnet sites. Follow these instructions:

1. **Open your World Wide Web browser.**

   See Chapter 3 for information about working with the World Wide Web.

2. **Type the following address into your browser's location field, and press Return:**

   http://webcrawler.com/

   You might also want to add this address to your browser's bookmark collection. Most people find the Webcrawler to be an extremely useful search engine.

3. **Type `Telnet` into the Webcrawler's search field, and press Return.**

4. **Click one of the site names that is displayed.**

   You may have to investigate a number of sites before you find one that you like.

Some useful sites

Following are the descriptions and addresses of some useful Telnet sites. (Addresses for additional sites are included with your software; see the online Apple Internet Connection Kit Guide, available in the Guide [?] menu when NCSA Telnet is the active program, for information on where to find the addresses and how to use them.)

Washington University Library

Besides offering several Internet tutorials, this site provides access to other libraries and research facilities around the world.

Address: library.wustl.edu

United States Library of Congress

You can search the card catalog to find nearly any book ever published in the United States, search other library databases, and gain access to other United States government services.

Address: marvel.loc.gov (log on as "marvel")

ECHO (European Commission Host Organization)

This organization, set up to promote the use of electronic information services in Europe, offers a large number of business and science-oriented databases in English, French, German, Portuguese, Italian, Spanish, Danish, and Dutch.

Address: echo.lu (log on as "echo")

Federal Information Exchange

This site offers information about opportunities, grants, and programs within United States government bureaus for women and minorities.

Address: fedix.fie.com

Telnet etiquette

Like FTP, Telnet involves little if any interaction with people. The only rule of etiquette is to disconnect as quickly as possible. Public Telnet sites are as popular as FTP sites, and you can always reconnect later.

Glossary

access privileges The ability to see or retrieve directories (folders) and files, to make changes to a directory, or to run programs at an FTP or Telnet site. Access privileges are granted by the administrator of the site. See also *FTP, Telnet.*

anonymous FTP The process you use to connect to a remote computer whose files you can access without having an account. It's called *anonymous FTP* because you typically type the word "anonymous" as your user ID. See also *FTP, remote computer.*

bcc In e-mail, a recipient who receives a "blind copy" of a letter and its attachments (so called because no other recipients know about the bcc recipient). See also *e-mail.*

bookmark A World Wide Web address saved under an easy-to-recognize name.

browser Application software you use to investigate the *World Wide Web.*

directory The word for "folder" on many host computers.

download To copy a file from another computer to your own computer over a communications link.

e-mail The electronic equivalent of paper mail. E-mail (or *electronic mail*) is faster and often far more convenient than paper mail.

FTP Acronym for File Transfer Protocol, the set of rules (the protocol) that the Internet uses to facilitate the transfer of files between computers.

header The information that appears at the top of every e-mail message or newsgroup article. The header contains data about the sender, the date the message was created, the computer path the message traveled through, and other information used for the distribution or management of the message. See also *e-mail, newsgroup.*

home page The default World Wide Web document you go to when you open Netscape Navigator. See also *browser, World Wide Web.*

host computer A remote computer that you connect to in order to retrieve mail, documents, application software, or other files; search databases; run programs; and take advantage of other services the remote computer may provide.

HTML An acronym for Hypertext Markup Language, the formatting language that WWW documents are written in.

HTTP An acronym for Hypertext Transfer Protocol, the set of rules that the Internet uses for moving hypertext documents.

hypertext A system for non-linear writing formulated by Theodore H. Nelson in the early 1960s, in which documents are electronically linked to other sections of text or other documents. See also *hypertext document.*

hypertext document A document that contains text or graphics you can click to display additional information. The World Wide Web organizes and displays information on the Internet in hypertext documents.

Internet The collective name for the systems of computer networks, made up of millions of computers from all over the world, that use the same protocols for communication and the exchange of information. In practical terms, the Internet is a vast international communication system and repository of information accessible by anyone with a home computer, proper application software, and an Internet access provider.

Internet access provider A company that provides connections to the Internet for a monthly fee (or sometimes for an hourly fee). Access providers are to the Internet as telephone companies are to telephone service: they provide access to the network, but don't usually provide content.

Internet service provider See *Internet access provider.*

moderated newsgroup In Usenet, a newsgroup whose articles are cleared by a moderator before they're posted. An article posted to a moderated newsgroup is automatically sent by e-mail to the group's moderator, who checks the article for appropriateness and then either posts it to the group or sends it back to the author with an explanation. Most newsgroups are not moderated. See also *Usenet.*

newsgroup In Usenet, a collection of postings (called "articles") on the same general theme. Anyone can post an article to any unmoderated newsgroup. See also *Usenet.*

NNTP An acronym for Network News Transfer Protocol, the set of rules that the Internet uses for moving newsgroup articles. See also *newsgroup.*

page A single World Wide Web document. Each page can have text, pictures, and other multimedia elements; a Web site can have any number of pages connected by links.

pathname The list of directories (folders) you pass though to get to the directory you want to use. A pathname starts with a slash (/), and all directories in the pathname are separated by a slash.

remote computer Also called a remote host, a remote computer is any computer that is in a location other than where you are, and that you use your own computer to connect to. Compare *host computer.*

session The current interaction between your computer and a remote computer.

signature Text that can be automatically added to the bottom of every e-mail letter or newsgroup article that you write. Generally no longer than four lines, the signature usually contains a paper mailing address and a voice or fax telephone number, and sometimes a message or favorite quote.

SMTP An acronym for Simple Mail Transfer Protocol, the set of rules that the Internet uses for moving e-mail messages. See also *e-mail.*

thread In Usenet, a series of articles that discuss a common topic. Articles in the same thread have nearly the same name.

Telnet Process you use to log onto a remote computer. Once you're connected, your computer acts as a terminal to the remote computer. See also *remote computer.*

upload To copy a file from your own computer to another computer over a communications link.

URL Acronym for Universal Resource Locator, the standard way to give the address of any World Wide Web page. See also *World Wide Web.*

Usenet The set of all host computers that run the netnews software and that exchange newsgroups in the comp, sci, rec, soc, misc, news, and talk hierarchies. (The exchange of other newsgroup hierarchies is optional.) Not all Usenet sites are on the Internet. Strictly speaking, Usenet refers to the computers that run netnews and to the people who use this service, rather than to the newsgroups themselves.

World Wide Web Also called the Web, the organization and presentation of Internet information in a series of hypertext documents. Using a software program called a Web browser, you move through the Internet by clicking images or text that contain hypertext links. (The text is usually in a different color than surrounding text, and is often underlined.) See also *browser, hypertext document.*

Apple Computer, Inc.
1 Infinite Loop
Cupertino, California 95014-2084
408.996.1010

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